

Employee Call-in Incentive Pay Policy

Policy: To ensure adequate staffing levels and to reduce overtime and pool staffing hours, employees will be entitled to call-in incentive pay of \$1.00 per hour for their willingness to rearrange their personal life to come to work when asked.

Procedure:

1. Every attempt will be made by facility staff to fully staff the monthly departmental schedules. It is recognized, however, that at times staff shortages arise due to unforeseen circumstances such as inclement weather, sickness, etc.
2. Employees must continue to attempt to find their own replacements before notifying the facility that they are unable to come to work.
3. When employee calls-in to inform supervisor that they cannot work, he/she must inform supervisor of the employee that will be filling in for them.
4. If employee is not able to find their own replacement, then they must inform their supervisor of the employees that they called and were not able to work.
5. In acknowledgement for the willingness to rearrange one's personal life to come to work when called-in, employees who are willing to fill-in will be compensated an additional \$1.00 per hour. This call-in incentive pay is to reward employees for coming in with 24 hours or less notice.
6. If facility staff are not able to fully staff the monthly departmental schedules, a list of hours/shifts needed will be posted. In addition an employee who picks up extra-posted hours will receive the \$1.00 per hour compensation.
7. The employee that works when called as defined in numbers 5 & 6 above must use the "F1" key when they punch in. Employee must also complete a punch edit sheet to verify the call-in incentive pay by listing the date and the name of the employee they are filling-in for. Employee's supervisor must sign the punch edit sheet. Employee must return the punch edit sheet to the business office.
8. This policy does not include call-in incentive pay for employees who are trading shifts or hours with another employee due to personal reasons.

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